

HAZARDOUS MATERIAL TRAINING PLAN

Complete the 3 steps!

1.

Provide a signed statement which will clearly and specifically indicate that all personnel assigned to the management or handling of hazardous materials will receive initial training and annual refresher training in safety, proper handling, storage and spill containment. The required training will include familiarization with the contingency plan and the use of and location of emergency equipment and systems.

2.

Identify your employees who manage or handle hazardous materials in a manner as follows:

(The following are examples in terms of identifying # of personnel, job title, and job functions.)

One (1) warehouse supervisor and (2) warehouse receivers. The warehouse supervisor or receivers are responsible for receiving all delivered hazardous materials and for moving it from the loading dock to a storage area or to the use area.

Two (2) mechanical assemblers and two (2) repair technicians. Mechanical assemblers and repair technicians will use the Instapak Foam Packaging machine, which mixes two separate chemicals to produce packaging foam.

One (1) facilities manager. The facilities manager is responsible for the storage and use of Aqua- Treet 220, Aqua-cide 400, and Aqua-cide 200. These chemicals are mixed with water in the open loop, chiller, cooling towers to prevent algae growth and scale accumulation.

One (1) facilities manager. The facilities manager is responsible for the storage and use of Aqua- Treet 220, Aqua-cide 400, and Aqua-cide 200. These chemicals are mixed with water in the open loop, chiller, cooling towers to prevent algae growth and scale accumulation.

3.

Provide sample training related documents which will be maintained by the primary coordinator. These records will include the dates, times, personnel in attendance and training content.

EXAMPLE TRAINING CERTIFICATION FORM

Topic(s):

Presenter (Print Name):

Date:

Length of Session (minutes/hrs.):

**Names of those in attendance
(Print Name)**

Signature

Instructor: _____
(Signature)

Date: _____

EXAMPLE TRAINING TOPICS

EXAMPLE GENERAL TOPICS

1. Company Orientation
2. Hazard Communication/Right-to-Know
3. "Bedford Experience"

EXAMPLE SPECIFIC TOPICS

1. Contingency Plan: exists, plan can be located, other details
2. VSQG, SQG, or LQG Regulation Overview
3. Health and Safety Training
4. Respiratory Protection and Fit Testing
5. DOT/RCRA - Labeling and Manifesting
6. Inspection Plan
7. Waste Handling
8. Hazardous Materials Handling